

**CHESTERFIELD COUNTY DEPARTMENT OF ENVIRONMENTAL ENGINEERING
LAND DISTURBANCE PERMIT PROCEDURES**

July 1, 2001

Listed below in priority order are the procedures for submitting a Land Disturbance Permit Application. These steps must be completed prior to any land-clearing activity. Items 1 and 2 must be completed prior to Permit Application processing. **Permit Application Processing is not a “walk-through” process.** If you should have any questions regarding these procedures, please contact Virginia Barbour at 748-1035.

1. Submit a Program Administration Fee, as appropriate, with initial plan submission (review fee)
 - a. \$100.00 for less than 10,000 square feet of disturbed land, commercial.
 - b. \$1,060.00 for 10,000 square feet or greater of disturbed land plus an additional \$50.00 per disturbed acre, commercial.
 - c. \$1,060.00 plus \$50.00 per single-family residential lot per section.
 - d. No fee for Enterprise Zone projects.
2. For all non-individual single family residential property greater than 10,000 square feet and projects requiring site plan review processing (all of the above classes of projects), the following must be accomplished prior to permit issuance:
 - a. Submission of Plans and appropriate Program Administration Fee
 - b. Approval of Site Plans/Subdivision Construction Plans
 - c. All Site Plans require an approval letter from the Planning Department
3. The Department of Environmental Engineering requires the following permit application processing:
 - a. Subsequent to plan approval and prior to application, submit additional copies of plans as indicated:
 - (1.) **For subdivisions**, submit two (2) extra copies of plans to be stamped approved by the review engineer.
 - (2.) **For commercial sites**, submit three (3) extra copies of plans to be stamped approved by the review engineer. Once plans are stamped approved, a copy of the plans should be delivered to the erosion control contractor and the owner prior to permit application. The third commercial site plan copy will remain with the Department of Environmental Engineering.
 - b. Submit to the Department of Environmental Engineering a check, letter-of-credit, or a bond as surety for the erosion control measures.
 - c. If the project intersects with an existing State maintained road, submit to the Department of Environmental Engineering either (1) a copy of the issued VDOT Land Use Permit or (2) a copy of the VDOT certified application for the VDOT Land Use Permit.
 - d. Owner to submit a Land Disturbance Permit Application to the Department of Environmental Engineering. Contractor specified on the application is the erosion control contractor. The Certified Responsible Land Disturber (CRLD) must be specified and that individual must sign the application in the appropriate blank in paragraph 11, also providing his Certification Number and the Expiration Date of his certification. Out of state owner or any partnership or corporation must have a legally appointed resident Virginia Agent to accept Service of Process.
4. Once the permit application has been processed, the owner shall schedule an on-site pre-construction meeting between the erosion control contractor, owner, and the appropriate Engineering Department Inspector.
5. After a successful on-site pre-construction meeting, the Inspector will issue a Land Disturbance Permit to be posted at the site, whereupon land disturbance, in accordance with the approved erosion control plan/narrative, may immediately commence. If a Building Permit has been applied for, it will be released after pre-construction meeting with the Inspector.

CHESTERFIELD COUNTY LAND DISTURBANCE PERMIT APPLICATION

OWNER/DEVELOPER SECTION

I, _____, hereby certify this _____ day of _____, 20____ that:

1. An Erosion and Sediment Control Plan ("Plan") has been submitted with the site or subdivision plan to the Chesterfield County Environmental Engineer as required by the Chesterfield County Erosion and Sediment Control Ordinance.

2. I am the owner of the following described property; and am solely responsible for carrying out the Plan.

- a. Subdivision/Project Name: _____
- b. Location:
(address/road frontage and
distance to intersection) _____
- c. Parcel Identification Number: _____
- d. Magisterial District: _____
- e. Intersection road Name and
State Route Number _____ SR#(_____))

3. I shall be responsible for the proper performance and maintenance of the Minimum Standards (1-19) along with the erosion and sediment control measures included in the plan.

4. I shall conform to the provision of Article 4, Chapter 5 of Title 10.1 of the Code of Virginia, 1950, as amended and the Chesterfield County Erosion and Sediment Control Ordinance.

5. I, _____, (signature) hereby grant the Environmental Engineer of Chesterfield County or his designated agents the right to enter my property, subject to the Land Disturbance Permit herein applied for, to inspect or monitor for compliance with the provisions of the permit on the above referenced project.

6. In the event that measures for the control of siltation and/or erosion as provided for in the "Plan", or in any approved modification thereof are not constructed and siltation and erosion results, or are constructed, but fail (through overload and/or inadequate maintenance) to perform the function for which they are intended, the Environmental Engineer of the County of Chesterfield or his designated agent shall have the right to enter upon the property subject to such plan and shall be entitled to take such measures or to do other work as deemed necessary to prevent further siltation or erosion provided that the County shall first give notice in writing to me or my designated agent for the County's intent to do so.

7. In any event there occurs siltation and/or erosion from the property covered by the Land Disturbance Permit in sufficient quantity to adversely affect downstream properties the Environmental Engineer may hold the below signed responsible for satisfactory restoration.

8. It is the purpose or intent of this document to insure installation, maintenance, and performance of measures provided for in the approved Erosion and Sediment Control Plan or approved modification thereof.

9. I certify that _____ (contractor) has in his possession, a copy, stamped "APPROVED FOR CONSTRUCTION/ENVIRONMENTAL ENGINEERING" on the Plan dated _____ with revisions dated _____ for _____ (project).

10. I certify that I fully understand the provisions of the Chesterfield County Erosion and Sediment Control Ordinance and agree to carry out the approved Erosion and Sediment Control Plan on the above referenced project.

11. I certify that there is an appropriate contractual agreement between:

Contractor Name: _____

Contractor Address:
(street and mailing) _____

Contractor Phone Number: _____

and myself which establishes _____ (Name of Certified Responsible Land Disturber [CRLD]) as the person responsible for carrying out the erosion and sediment control plan and/or providing erosion and sediment control facility maintenance and/or dust control when requested by the County or as specified in the narrative. The signature of the above identified CRLD, below, certifies his acknowledgement of his responsibilities:

Signature of CRLD Identified Above

Certification Number / Expiration Date

CRLD Address: _____
(street and mailing)

CRLD Telephone: _____

12. I certify that all other contractors who engage in land disturbance activity on my behalf will comply with the provisions of the Chesterfield County Erosion and Sediment Control Ordinance and Plan, including, but not limited to, not engaging in such activity without the existence of a Land Disturbance Permit nor without the designation of a CRLD for such activity.

13. I will authorize commencement of land disturbance activities on the project only when a VDOT Land Use Permit has been issued, if applicable, and there is a valid Land Disturbance Permit displayed on the site.

14. I fully understand that I am subject to prosecution in the General District Court of Chesterfield County when any contractors who engage in land disturbance on my behalf commence or continue to engage in land disturbance without the existence of the Land Disturbance Permit.

15. I understand that failure to comply with the Erosion and Sediment Control Plan or any other violation of the Chesterfield County Erosion and Sediment Control Ordinance shall be cause for revocation of the Land Disturbance Permit.

16. I, or _____ (contractor), will notify the Chesterfield County Environmental Engineering Department Inspector at least 48 hours in advance of the date of a requested pre-construction conference meeting.

17. When a pre-construction meeting has been determined to be necessary by the County, that meeting shall have been satisfactorily concluded prior to issuance of the Land Disturbance Permit.

18. To the best of my knowledge all applicable wetlands permits which are required by Federal, State, or local laws have been received. A copy of said permits or certification from a qualified wetlands expert regarding the non-notification provisions of NW26 has been furnished to the Department of Environmental Engineering.

OWNER'S NAME: (Please Print) _____

SIGNATURE: _____

TITLE: _____

OFFICER/OWNER/AGENT

ADDRESS: _____
(Street & Mailing)

TELEPHONE: _____ FAX: _____

STATE OF

CITY/COUNTY OF _____, to wit:

I, _____, a Notary Public in and for the County and State aforesaid, do hereby certify that _____, whose name is signed to the foregoing and annexed writing bearing date on the ____ day of _____, 20____, has acknowledged the same before me in my jurisdiction aforesaid.

Given under my hand this ____ day of _____, 20____.

My commission expires: _____

Notary Public